



STATE OF ALABAMA

PERSONNEL DEPARTMENT

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November 14, 2007

MEMORANDUM

To: Departments Concerned

FROM: Jackie Graham
State Personnel Director

SUBJECT: State Personnel Board Actions

At its meeting today, the State Personnel Board took the following actions:

- Increased the salary of Clerk, class code 10121, from salary range #41 (\$17,236.80 - \$23,762.40) to salary range #42 (\$17,668.80 - \$24,348.00).
- Increased the salary of Clerk IV, class code 10124, from salary range #60 (\$25,569.60 - \$37,960.80) to salary range #5964 (\$24,948.00 - \$41,872.80).
- Increased the salary of Clerk Stenographer II, class code 10142, from salary range #48 (\$19,972.80 - \$28,236.00) to salary range #4753 (\$19,492.80 - \$31,968.00) in order to facilitate the transfer of the incumbents to Administrative Support Assistant I.
- Increased the salary of Clerk Stenographer IV, class code 10144, from salary range #62 (\$26,203.20 - \$39,864.00) to salary range #5964 (\$24,948.00 - \$41,872.80) in order to facilitate the transfer of incumbents to Administrative Support Assistant III.
- Increased the salary of Administrative Support Assistant I, class code 10196, from salary range #4246 (\$17,668.80 - \$26,865.60) to salary range #4753 (\$19,492.80 - \$31,968.00).

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- Increased the salary of Administrative Support Assistant II, class code 10197, from salary range #5051 (\$20,988.00 - \$30,422.40) to salary range #5257 (\$21,518.40 - \$35,256.00).
- Increased the salary of Administrative Support Assistant III, class code 10198, from salary range #5960 (\$24,948.00 - \$37,960.80) to salary range #5964 (\$24,948.00 - \$41,872.80).
- Increased the salary of Executive Secretary, class code 10145, from salary range #65 (\$28,236.00 - \$42,914.40) to salary range #67 (\$29,685.60 - \$45,038.40).
- Established expanded salary ranges #4753 (\$19,492.80 - \$31,968.00) and #5257 (\$21,518.40 - \$35,256.00) in order to accommodate the above allocations in the pay plan.

In this connection, the class specification for Administrative Support Assistant I has been revised to include an experience requirement and the stenography selective certification code has been abolished for the Administrative Support Assistant I, II, and III classifications. Additionally, the classifications of Clerk Stenographer II, class code 10142, and Clerk Stenographer IV, class code 10144, will be abolished upon becoming vacant.

I am enclosing a copy of the approval of the State Personnel Board and the Governor of these actions.

In accordance with previous instructions, the rates of the individuals in the new ranges will be the same as their current rates. Or, if their current rates are not in the new ranges, then their rates will be adjusted to the rates in the new ranges closest to their current rates without a reduction in pay.